GENERAL NOTES ON SHIFT DAY PROCEDURE

1) This years comp will include a significant project or series of projects from each day. Since these projects comprise the works of many heelers and supervisors and heelers, they are expected to be of high quality and great magnitude. If they require expenses, use your business heelers to sell trade ads (or see me), if they require equipment, use your techies. See me for suggestions, and start formulating your own ideas.

2) In order to keep your paper work down to a minimum, I am going to revise our reporting procedure. Beginning with the second week, I will give you a brief suggested form to fill out, supplemented by your own salient comments on what you consider to be the most important aspect of the heelers personality, performance, or improvement on the day.

3) Strive for INDIVIDUAL teaching whenever possible. Try to let two or three heelers at a time work on and practice engineering in the control room (rather than the whole group). Try to arrange a time and instructor for this purpose every week.